



Request for City Council Committee Action From the Department of City Coordinator

Date: April 29, 2002

To: Council Member Barbara Johnson, Chair
Ways & Means/Budget Committee

Subject: **New Central Library Project – Project Management and Public Participation Services**

Recommendation:

Authorization to execute a contract with Sally Westby and Associates for project management and public participation services with said contract to be executed for the duration of the project in an amount not to exceed \$61,000/year for each of four years for a total amount not to exceed \$244,000 (4400 908 9080).

Previous Directives:

Prepared/Submitted by: Richard A Johnson, Project Coordinator _____

Approved by: John Moir, City Coordinator _____

Presenters in Committee: Richard A Johnson, Project Coordinator

Financial Impact (Check those that apply)

- ☒ No financial impact - or – Action is within current department budget
(If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information

The value of the contract for administrative and project management services for Sally Westby & Associates will be \$61,000 for four years for a total of \$244,000.

Sally Westby has provided administrative, community participation and project management services to the New Central Library project under contract since April 23, 2001. She has provided similar services to the City in the past. Her current contract has expired and we are desirous of retaining the services of her firm for the remainder of this project.

She has extensive experience working with policy boards such as the new Central Library Implementation Committee, as well as with government officials (both elected and staff). She also has extensive experience working with the City and library approval processes, with neighborhood and business organizations, and in enhancing community participation efforts for public and non-profit organizations. Her experience makes her uniquely qualified to assist the Project Coordinator in planning and development of the New Central Library Project.

The City has been well served by her involvement in a diverse range of projects including the Convention Center Expansion, the New Central Library, the City's Y2K efforts and Community Dialogues, 2000.